

ADMINISTRATIVE - INTERNAL USE ONLY

This notice is Current Until Rescinded

INFORMATION AND RECORDS MANAGEMENT

29 March 1979

STATINTL

ACCESS TO EMPLOYEE RECORDS

1. This notice announces a modification in the Agency system for employees' access to records on themselves by offering an informal file review in addition to rights available under the Privacy Act. The change is intended to improve and facilitate access for all employees, including those under cover, by permitting access to information denied to the general public because it is classified. [REDACTED] chapter IV, will be modified accordingly.

STATINTL

2. The Privacy Act provides that "each Agency" will permit an individual not only "to review the record" but also "to have copies made of all or any portion in a form comprehensible to him." The act and its implementing provisions exempt from release certain types of information, such as classified information, data involving the privacy of other individuals, information that would identify investigative sources, and information that would reveal intelligence sources and methods. Thus, for example, current or former Agency employees under cover are precluded from receiving any document that would reflect Agency employment, and many documents must be sanitized before they may be released to employees not under cover. The basic rule in the access provisions of the Privacy Act is that all documents released to an employee must be unclassified or sanitized and available for use outside of CIA facilities as the employee sees fit.

3. This "unclassified or sanitized" rule would, if rigidly applied, deny Agency employees access to many documents which contain classified and operationally sensitive information. In order to provide employees with a maximum degree of access to records about themselves, this notice describes a mechanism for employee file review which is separate from but in addition to that available under the Privacy Act. The original arrangements for such review were intermixed with Privacy Act procedures, and this approach has not proven to be satisfactory. The following procedures are hereby substituted for those provided in [REDACTED]

STATINTL

4. An informal administrative procedure is available to all current employees who wish only to review material concerning themselves in one or more of the following components which maintain records: Office of Personnel, Office of Training, Office of Medical Services, Office of Security, Office of Finance, Office of Equal Employment Opportunity, Office of the Inspector General, and the Central Cover Staff. Also open to review are personnel soft files maintained by the Office of the DCI and components within the DDO, DDA, DDS&T, and NFAC. Not every

ADMINISTRATIVE - INTERNAL USE ONLY

STATINTL

29 March 1979

INFORMATION AND RECORDS MANAGEMENT

employee will have files in each. Arrangements for the review may be made by oral request to the office that holds the file, and the file will be reviewed in the presence of the person responsible for maintaining the file. Normally, this informal process will be limited to reading and, with the permission of the office director or systems manager, note-taking. There will be some instances when employees who are not under cover can be provided copies of unclassified documents as part of the informal review. Although an employee will not be denied access to information merely because it is classified, it may be necessary for some documents or portions of documents to be exempted from the review for such valid reasons as strict application of operational need-to-know, the privacy of others, or confidentiality. In these instances, the employee will be apprised of the basis for denial, and may appeal the denial in writing to the office director or to the head of the component responsible for maintaining that employee file system. If this appeal is denied, the employee may address a further appeal in writing to the appropriate Deputy Director or Head of Independent Office. If that appeal is denied and the employee wishes to appeal further, the employee may make a formal Privacy Act request. The informal procedure is then terminated.

5. Should an employee wish to clarify or make a technical correction to records seen during the informal review process, he or she may do so by submitting the clarification or correction in writing to the office director or systems manager responsible for the records system for review and, if warranted, technical correction of the file. Any request for copies of documents not provided upon request during the informal review process involves the access provisions of the Privacy Act.

6. Employees desiring to initiate action under the formal provisions of the Privacy Act should do so in writing to the Information and Privacy Coordinator, Room 2E50, Headquarters Building. Employees are reminded that the text of Privacy Act requests must be unclassified and not disclose privileged information obtained by virtue of employment with the Agency.

7. Employees may want to review their files to ensure accuracy, timeliness, and relevancy of the records held on themselves. Every effort will be made to make most of these files available to employees within the constraints of cover, security, operational or legal requirements, and respect for the privacy of other individuals.

DON I. WORTMAN
Deputy Director
for
Administration

DISTRIBUTION: ALL EMPLOYEES (1-6)

Next 5 Page(s) In Document Exempt